

STATE OF CALIFORNIA
**RECORDS RETENTION SCHEDULE
APPROVAL REQUEST**
STD. 72 (REV. 7-92)

12/13/94
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Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER 16840A	(6) SCHEDULE DATE 11/11/94	(7) NUMBER OF PAGES 3	(8) CUBIC FEET (Total Schedule) 15,400
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S) 608.4 1030	(10) APPROVAL NUMBER(S) 87-191 92-032	(11) APPROVAL DATE(S) 7/7/87 3/17/92	(12) PAGE NUMBER(S) REVISED ALL

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE - MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS <i>[Signature]</i>	(14) TITLE Chief Case Records Stores	(15) DATE SIGNED 11-18-94
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE - RECORDS MANAGEMENT ANALYST <i>[Signature]</i>	(17) TITLE Records Management Coordinator	(19) TELEPHONE 323-4095	(20) DATE SIGNED 11/21/94
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PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

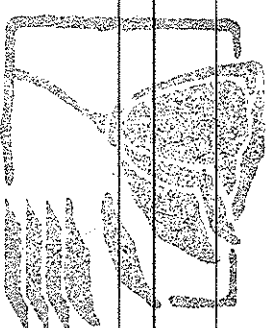
(21) SIGNATURE - OIS CONSULTANT <i>[Signature]</i>	(22) APPROVAL NUMBER 94-291
(23) TITLE Information Management	(24) DATE SIGNED 12/13/94

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

☐ Contains no material subject to further review by the California State Archives

☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA
STATE ARCHIVES

(27) SIGNATURE - CHIEF OF ARCHIVES <i>[Signature]</i>	(28) DATE SIGNED JAN. 03 1995
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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 16840A	DATE (3) November 11, 1994
ORGANIZATIONAL UNIT Departmental Archives (CSP, Solano)	Page 1 of 3 Pages (4)	
ADDRESS (number, street, city) 2100 Peabody Road, Vacaville	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 94-291	

ITEM NUMBER (Triple between (6)	CUBIC FEET (space items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	M e d i a l (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS			<u>Departmental Archives</u> The Departmental Archives Unit is the centralized department storage unit for all inactive inmate/parolee records. This Unit retains the inactive paper or microfiche records and responds to all law enforcement or individual inquiries relating to inactive inmate/parolees. This Records Retention Schedule (RRS) defines the retention, disclosure and destruction requirement for all inactive inmate/parolee records with NO litigation.								<u>Authority:</u> Penal Codes 1203.03, 2081.5 and 5068. <u>Retention:</u> Columns 10 through 16 are clarified in Column 17, Remarks. Media (Column 10): P=Paper, S=Master (Silver) Microfilm/fiche, D=Diazo (Duplicate). Vital Records (Column 11): Critical to perform Department's basic functions (e.g., Inmate/Parolee Central File and Records) after a disaster. <u>Disclosure Restrictions:</u> (Column 16) X: Exempt from public review per the Public Records Act, Government Code Section 6254. XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40. <u>Destruction:</u> Nonconfidential: recycle. Confidential or exempt (Column 16): shred. Historical (Column 8): Transfer to the State Archives. Do not destroy.

RECORDS RETENTION SCHEDULE

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
0010			Administrative Records: Copies of general administrative records such as correspondence, supervisor employee files, budgets, procurement, reports, etc..	P		*			*		* Retain per RRS 16000.
0020			Central Files: Inactive Inmate/Parolee The inmate/parolee has left the correctional system and all litigation is resolved.								
0020A		TRANSFER TO ARCHIVES	• 1978-1983 (Pre-Microfiche System)	P	Y		10Y	20Y	30Y	XI	Retain thirty years (10 years in Departmental Archives, 20 years at SRC).
0020B		TRANSFER TO ARCHIVES	• Deceased	P	Y	A+ 6M	29Y 6M	0	30Y	XI	Retain as active until the inmate/parolee death and resolution of all litigation, then retain 30 years (six months in the office, 29 years and six months in Departmental Archives).
0020C		TRANSFER TO ARCHIVES	• Executions	P	Y	A+ 6M	29Y 6M	0	30Y	XI	Retain as active until the inmate/parolee death and resolution of all litigation, then retain 30 years (six months in the office, 29 years and six months in Departmental Archives).
0020D		TRANSFER TO ARCHIVES	• Fingerprint/Photographs	P	Y		30Y	0	30Y	XI	Retain 30 years at Departmental Archives.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
0020E			• Health Record: Inmate Patient	P	Y		*	*	*	XI	* Retain per RRS 17000M.
0020F			• Microfiche: Diazo (Working Copy)	D	Y		A	0	A	XI	Retain as active until needed by an Institution due to the inmate/parolee return to the system. Forward to the Institution.
0020G		TRANSFER TO ARCHIVES	• Microfiche: Master	S	Y		30Y	0	30Y	XI	Retain 30 years at Departmental Archives.
0020H			• Microfiche: Master Roll Film Used for Vital Records Protection	S	Y		0	30Y	30Y	XI	Retain 30 years at SRC (Tahoe Vault).
0020I		TRANSFER TO ARCHIVES	• Z Case <i>what is this?</i> Confined in a Diagnostic Facility.	P	Y		3Y	0	3Y	XI	Retain three years at Departmental Archives.